

## VSMP General Permit Registration Statement-Construction Activity Discharges Checklist

**Operator**

**Project Name**

Has a copy of the <u>completed</u> registration application been enclosed?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Has the application been signed by a person authorized by the operator?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Has a list of Off-Site Activities been attached?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Has a list of the Permanent BMPs been attached?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Has a map detailing the site location been attached?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Has a copy of the check and application fee form application been attached to the application?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

**The Registration Application should be collectively mailed to:**

Department of Conservation and Recreation  
Storm Water Permitting  
203 Governor Street, Suite 206  
Richmond, VA 23219

**\*\*DO NOT ENCLOSE THE ACTUAL FEE PAYMENT WITH APPLICATION**

**For registrations where payment will be by check or money order**

Has an application fee form been completed?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Has a check or money order been cut for the proper amount?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Has the check or money order been made payable to "Treasurer of Virginia"	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

**The Actual Payment and Application Fee Form must be sent to:**

Department of Conservation and Recreation  
Division of Finance, Accounts Payable  
ATTN: Storm Water Permits  
203 Governor Street  
Richmond, Virginia 23219

**\*\*DO NOT ENCLOSE THE ACTUAL PERMIT APPLICATION WITH PAYMENT**

**Upon receipt of a completed application for registration and payment, DCR will mail a notice of coverage to the Operator listed in the application. Failure to submit all required information will result in the failure of the project to be properly registered and could result in enforcement action.**